

**Meeting Minutes  
City of Medina Parks and Recreation Commission  
March 15, 2004**

Present: Vice-Chair (VC) Heija Nunn, Lisa Fleischman, Connie Gerlitz, Tim O'Brien and Susannah Stuart

Absent/Excused: Chair Joseph Brazen

Staff Present: Director of Public Works (DPW) Shel Jahn and Recording Secretary Carol Wedlund

VC Nunn called the meeting to order at 7:05 p.m. She welcomed new Parks and Recreation Commission members Lisa Fleischman, Tim O'Brien and Susannah Stuart. She also noted Chair Brazen was absent and excused.

**Approval of February 10, 2004 Minutes**

Commission member O'Brien moved, seconded by Board member Fleischman, to approve the Parks and Recreation Commission minutes of February 10, 2004, which were unanimously approved.

**Announcements / Discussion**

VC Nunn announced the Council had approved the Commission expanding to seven members.

**OLD BUSINESS**

**Park Updates** - DPW Jahn stated the PW crew had installed new fencing and more landscaping at Viewpoint Park, as well as replaced rotting timbers, planted new flowers and vegetation. The area used to be overrun with blackberries, but the crew had removed them. Commission member Gerlitz stated that the traffic island at 84<sup>th</sup> Ave. NE and Overlake Drive West should be weeded.

**Update on Signage for Dock Parks in Medina** – DPW Jahn referred to pictures of the new bollards and dock signs, noting he had encountered a challenge with mounting them. He also explained some of the PW crew work responsibilities for new PRC members.

**Parks Donation and Memorial Policy** – DPW Jahn stated since former Board member Phelps had become a CC member, he had assumed responsibility for the Parks Donation and Memorial Policy, and was working on it.

**Medina Beach Park Small Retaining Wall Project** – DPW Jahn furnished background information regarding the small retaining wall at Medina Beach Park. He relayed construction would be completed prior to the beginning of swim season.

**Indian Trail Landscaping Plan** – DPW Jahn provided an update on the Indian Trail Landscaping Plan, noting the PW crew had met with three residents to solicit their opinions, but the others had not yet been contacted. The majority of plants were either on order or on hand. The PW crew had just received a sod cutter to cut sod for a path through the Indian Trail. He relayed the trail would have a gravel base and wood chip overlay. DPW Jahn discussed the idea of connecting Indian Trail with Evergreen Point Road via the unopened NE 26<sup>th</sup> St. right-of-way although some of this right-of-way was covered with wetlands. He explained what constituted a wetland, which could possibly be overcome by installing an elevated boardwalk.

Commission member Gerlitz stated that no parks master plan existed for any Park in Medina, but rather various versions of proposed plans that had been created over the years. PWD Jahn added there had been many plans commissioned as concept plans, however, none of the plans had been officially adopted by the City Council as an absolute blueprint plan for any Park or Preserve. VC Nunn explained the city's Comprehensive Plan was a document charting the overall vision of the city, and it might be a useful document for Commission members.

PWD Jahn suggested the vision for Medina's parks, once they were established and adopted, might be included in the City's Comprehensive Plan. VC Nunn stated that could be discussed under Strategic Planning.

**NEW BUSINESS**

**Discussion of Applications for Vacant Parks and Recreation Commission Position No. 7** – DPW Jahn stated two citizens had expressed interest in becoming Commission members. VC Nunn suggested advertising for the vacant Board position in Medina's next quarterly newsletter, with an application deadline of April 19. PWD Jahn stated he

could furnish application photocopies to the Board for discussion at their April meeting. The Board's recommendation could then be forwarded to the Mayor.

**Reassignment of Parks / Nature Preserve Oversight Responsibilities** – PWD Jahn suggested two Commission members be involved with each Medina park. He also volunteered to have a PW employee accompany any Board member who wished, to point out what the PW crew had been working on and/or to make suggestions for improvements. The Commission discussed and determined the following responsibilities for oversight of Medina's Parks and Nature Preserve:

| <u>Name</u>     | <u>Primary Responsibility</u> | <u>Secondary Responsibility</u> |
|-----------------|-------------------------------|---------------------------------|
| Connie Gerlitz  | Fairweather Nature Preserve   | Indian Trail                    |
| Lisa Fleischman | Medina Park                   | Lake Lane                       |
| Susannah Stuart | Medina Park                   | Viewpoint Park                  |
| Tim O'Brien     | Medina Beach Park             | Fairweather Nature Preserve     |
| Joseph Brazen   | Indian Trail                  | Medina Park                     |
| Heija Nunn      | Lane Lane and Viewpoint Park  | Medina Beach Park               |
| New PRC Member  | Medina Beach Park             | Fairweather Nature Preserve     |

**Discussion of New Parks and Recreation Commission Ordinance** – PWD Jahn referred members to the new Parks and Recreation Commission Ordinance in their packets. He explained the City Council had stated the Commission was free to make any suggestions for change. He expressed concern about recreational programs being specified in the new ordinance under Parks Commission responsibilities, as there is really only one program in the City which could be classified as a recreation program which is the Lifeguard Program run by the Police Department. VC Nunn commented after completion of the new Medina Elementary School, there might be more opportunity for recreational programs that the city could oversee. Following discussion regarding renaming the Commission, PRC member Gerlitz moved, seconded by Commission member Stuart, to change the name to Medina Parks and Recreation Board, which carried unanimously.

Under Rules and Regulations of the new PRC ordinance, PWD Jahn suggested the Commission develop rules and regulations regarding how they should conduct business. VC Nunn recommended a three-minute time limit for audience participation should be part of the rules. VC Nunn also thought she might have some information on hand regarding rules of conduct for distribution to new PRC members. VC Nunn requested either Commission member Stuart or Fleischman to call in two weeks to remind her, so she could give copies to both in time for the next meeting. She also volunteered to discuss the matter with City Manager Schulze. The Commission agreed by consensus with VC Nunn's suggestion.

PWD Jahn noted under Section 2.40.040, the CC had eliminated the word "direction" from "responsible for providing guidance and direction", and instead preferred the word "advice". Following discussion, the Commission decided unanimously to remove the first sentence of Section 2.40.050, and to remove the words "at other times" from the sentence in that section. PWD Jahn suggested the new ordinance could be a living document, so the Commission would not have to seek CC consent for small items. This would give them some authority to make decisions when needed. VC Nunn asked Mayor Odermat, who was seated in the audience, whether the Council had a great interest to become involved in small details, other than obvious monetary expenditures and more obvious visuals such as holiday lights or topography changes. Mayor Odermat responded a majority of the Council did not wish that level of involvement, as they had enough to do. VC Nunn requested Mayor Odermat to ask the Council about the types of requests they wished to discuss.

Mayor Odermat stated there must be more respect for the Commissions; otherwise, there would be no members. Commission member Gerlitz suggested civility of CC members to those who are giving a report should be a retreat agenda item.

A recess was taken at 8:41 p.m., and the meeting reconvened at 8:57 p.m.

With regard to Section 2.40.020.C, VC Nunn suggested no-shows, late arrivals at meetings and leaving early should be addressed as part of the Board's rules and be part of its strategic planning discussion. Commission member Gerlitz moved the wording under Section 240.020.C be changed to "missing three consecutive regular meetings and five absences during the year". VC Nunn suggested keeping the word "unexcused", or alternately, to state "for more than". Commission member Gerlitz amended the motion, seconded by Commission member O'Brien, to remove the word "unexcused" and to state, "Any member absent for more than three consecutive regular meetings or five meetings during a calendar for any reason other than a medical emergency will be removed from the Parks and Recreation Commission". The motion carried, with VC Nunn abstaining and the others in favor.

**Strategic Planning – Short and Long Range Parks Commission Goals/Objectives and Budgeting** – PWD Jahn suggested a subcommittee be formed to develop recommended goals and objectives, as well as a budgeting proposal. He emphasized budgeting was very important, and the PRC should start thinking about budget items for next year now, for submission no later than July or August at the latest. VC Nunn suggested the Commission first tour Medina's parks, separate from a PRC meeting, and then undertake strategic planning. She also suggested the Commission might wish to help plan Medina's 50<sup>th</sup> anniversary celebration in 2005. They might propose a fundraiser to the CC to specifically benefit Medina's parks. PWD Jahn explained the Commission had discussed the different perspectives for each park in pieces, but had never put them in the context of the vision for each of the parks. VC Nunn suggested the Commission meet in a retreat forum to talk about what had brought new members to the PRC, the assigned parks, and to discuss vision planning.

**Discussion of Dog Control in Medina Park** – PWD Jahn explained the reason he had included dog control as an agenda item was due to receiving a recent letter regarding dog control in Medina Park and the many times this subject had been brought up over the past year and a half, and even longer. He proposed an off leash area on the east side of Medina Park with dogs under voice control, but dogs would be required to be on leashes and only allowed on the paths on the west side of the park.

VC Nunn left the meeting at 9:37 p.m.

PWD Jahn noted that the PW crew had estimated that 60 percent of dog use in Medina Park was by citizens who were not Medina residents. Younger families wanted to use the park for their children, but were unable to do so due to dogs running wild. He predicted a very vocal minority would protest if anything were done regarding dog control in Medina Park; however, he believed that most citizens comprised the silent majority and would welcome tighter dog control rules in Medina Park. Commission member Gerlitz suggested a trial six-month period for dividing the park, and soliciting resident opinions. PWD Jahn recommended including in any proposal to the CC, Medina's responsibility to maintain Medina Park, which is being severely damaged by the off-leash dogs. He advised the Commission that informing the community was a precursor to a public hearing which would be required for an ordinance change to split the park into leash and off-leash areas. PWD Jahn proposed drafting an ordinance change proposal for Commission review. If approved, the proposal would come from the Commission to the CC and could include steps to help educate the public regarding this issue, and the proposed changes to remedy the situation. The Commission was unanimously in favor of PWD Jahn providing a draft of the proposed ordinance and a cover memo to the CC explaining the need for the change.

### **OTHER BUSINESS**

**Next Parks and Recreation Commission Meeting** – The next Parks and Recreation Commission meeting was scheduled at 7:00 p.m. on April 19, 2004.

**Adjournment** – Commission member Fleischman moved, seconded by Commission member O'Brien, to adjourn at 9:52 p.m., and the motion carried unanimously.

Minutes taken by

Caroll P. Wedlund  
Recording Secretary